



Global Business Services

ENCOMPASS Town Hall

August 9, 2007



Agenda

- Project Updates – Steve Daniels
- Enterprise Pilot – Steve Daniels
- Improving System Response Times – Jim Welsh
- Internal Controls – Marilyn Rudolph
- Training – Daniel Kinnamon



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Project Updates



Project Updates

Project Status

- On schedule for 1/2/08 go-live
- Ongoing Build Phase activities include:
 - Finalizing ENCOMPASS business processes
 - Completing technical builds of GL, AR, AP, and AM modules
 - Conducting mock conversions and testing
 - System Testing started 8/2 – intensifies next week
- Ongoing agency communication activities include:
 - Project chartfield value mapping approach
 - Core chartfield value mapping workshops
 - Balancing and reconciliation workshops



Project Updates

Balancing and Reconciliation

- We will close GL module for July accounting period on August 27
- Reconcile open financial transactions in PeopleSoft to the financial transactions maintained by AOS
 - Reconcile all Financial objects (starting with 1 – 5) to AOS
 - Reconcile PeopleSoft purchase orders and assets
 - Close completed purchase orders

FY 2008 Accounting Period	Month	Accounts Payable Accounting Period Close Date	Balancing Reconciliation Completion Date	General Ledger Accounting Period Close Date
1	July	August 1, 2007	August 22, 2007	August 27, 2007



Project Updates

Balancing and Reconciliation (cont.)

- Agencies should balance all Financial Objects (starting with 1 – 5) with AOS
- SBA to load 6/30/07 balances for Cash and Fund Balance (starting with 1 and 3) into the ACTUALS ledger
- Agencies responsible for all FY08 Revenue and Expenditure transactions and cash impact of those transactions and verifying that all purchase orders encumbered at AOS are encumbered for same amount in PeopleSoft
- SBA to balance APPROP and ALLOT objects with AOS
- SBA to record cash and fund balance impact of budgetary transactions (e.g. Admin Action)

Workshops to begin next week



Project Updates

Project Plan Checklist

- Based on "Top Ten" Action Items list, project plan checklist template should be used by agencies to prepare for implementation
- Template lists activities that will help agencies successfully transition to ENCOMPASS
- Template and corresponding instructions presentation located on ENCOMPASS website
- Contact your Organizational Change Management (OCM) representative for more information



Project Updates

File Layouts

- New file layouts for AUDCLAIM – now called Voucher Build – and High Volume
- Posted to ENCOMPASS website last Friday
- Please follow up with IT staff



Project Updates

Chart of Accounts (COA)

- Thanks for your diligence and patience as we work to map chartfield values to new common COA
 - Numerous agencies required changes/additions to chartfield values available in mapping tool
- The mapping deadline is tomorrow, August 10
- Every agency should complete all core chartfield mapping unless awaiting updates from ENCOMPASS team regarding additional chartfield values



Project Updates

Chart of Accounts (COA) (cont.)

- ENCOMPASS will use Department chartfield values that are listed in State Personnel Department's PeopleSoft HR module
 - Identify needed Department chartfield values (per functional list)
 - IT, HR, Accounting, Legal, Administration, etc...
 - If your agency doesn't have separate Departments for these functions, please contact your HR Department or State Personnel so that values can be created
- Workshops are complete; OCM team will provide one-on-one chartfield mapping assistance to the agencies



Project Updates

GMIS PeopleSoft Support

- GMIS continues to expand list of online help documents and walkthroughs available on its website
- Recently added walkthroughs include:
 - 8.9 Reconciliation of PeopleSoft Financials to the Auditor
 - Reconciling Pre-encumbrances
 - PeopleSoft 8.9 Project Costing
- GMIS August training classes include:
 - Encumbrance Mgmt & Cleanup Workshop,
 - Financial Reports Class
 - Query Writing Class
 - Basic training classes for AP and AM modules



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Enterprise Pilot



Enterprise Pilot (EP)

- Completed EP for Core Team July 16-25, Aug 1
 - End-to-end demonstration of new business processes
- Completed 4 EP Delta sessions for agencies July 26-27
 - Overview of business process changes
 - Presentation posted on the ENCOMPASS website



Chart of Accounts

Centrally Defined	Agency Defined with Central Coordination (Projects Module)
<ul style="list-style-type: none">■ Fund (old Fund/Center)■ Account (Object)■ Program■ Department*■ Locality■ Product■ Incident■ Budget Reference■ Source Category (distributional)	<ul style="list-style-type: none">■ Project■ Activity■ Source Type■ Source Category (functional)■ Source Sub Category■ Analysis Type

* Assigned by State Personnel Department



General Rules

- Workflow – Electronic approvals will be utilized
 - Exception – Accounts Receivable (Report of Collection)

Two-Step Approval Process



- Transmittal forms will be used (sample in AP slides)
 - No signatures
- Document Numbers will be system-assigned



Commitment Control

- The Fund chartfield will be the budgeted chartfield; currently it is the Program chartfield (Center)
- Federal grant appropriations will be established in ENCOMPASS
- Budget process at beginning of year will not change
- To maintain APPROP and ALLOT budgets, agencies will create budget journal and notify the Budget Analyst to approve and post
- PROJ and ORG budgets still owned by agencies



General Ledger

- GL Module will be used to post Journal Entries (JE - aka Journal Vouchers today) and accounting entries from other modules, such as AP and AR
- The number of JEs should decrease
 - Correct documents at the source
 - Document originating in AP will be corrected in AP, which will then post to GL
 - Paying bills from multiple Funds
- Reporting will be performed in ENCOMPASS
 - Alchemy will contain data from PeopleSoft, instead of GEAC



ePro / Purchasing / Accounts Payable (AP)

- Creating and entering requisitions and purchase orders will mostly remain the same
 - Separation of duties
- No longer necessary to notify AOS separately to encumber purchase orders
- Receiver = required for purchase orders
- Receipt date = required for non-PO vouchers
- One vendor file to be maintained by AOS
- AOS will run Pay Cycles (except for SDOs)
- Special Disbursing Officer (SDO) processes will change



Accounts Payable

Barcode

Transmittal Form – Online Voucher



Online Voucher Transmittal Page

Bar Code information includes:

Voucher ID
amount
time stamp most recent voucher update

Business Unit 00048

Voucher ID 00045678

Submitter Nathan Fletcher (name of last agency user in approval process)

Last Modified 4/23/2007 11:53 AM

Short Vendor Name	Invoice #	Invoice Date	Invoice Line #	Extended Amount	PO # (If applicable)	Receipt Date
1STQUALITY-001	456677	4/15/2007	01	120.00	75009786	4/10/2007
1STQUALITY-001	456677	4/15/2007	02	240.00	75008783	4/10/2007

360.00 Gross Amount

Voucher Approval Chain:

4/23/2007 Bill Smith
4/23/2007 Frank Strong



Accounts Receivable

- Deposits will be created within PeopleSoft
- In January, no longer necessary to deliver ROC to AOS
- 2 step process
 - Prepare cash for delivery to TOS – no agency approval
 - TOS approval within PeopleSoft
 - Prepare accounting entries – subject to agency approval
 - Agency approval within PeopleSoft



Asset Management (AM)

- All assets (current and new) exceeding \$500 will be recorded and maintained in AM module
- All controlled assets (e.g. hand guns) loaded into AM
- Capital Project Assets where Project Type = 'CAP' will not be loaded into AM from AP; they will be loaded through the Project Costing module
- Asset Tag Number, Custodian, Location fields are required fields when entering assets in AM and also required on asset Receivers in AP/ePro; these fields must be entered to complete a receiver and to make payment
- AOS will run depreciation for all agencies



Project Costing

- All expenses of federal funds must be reported using Projects that includes Federal Grants and Appropriations received or passed through to sub recipients within or outside of State government
- Any expense that results in the construction of a State capital assets must be reported using Projects that includes:
 - State construction projects
 - Construction of capital assets by State Agencies
 - Construction of infrastructure assets by State Agencies



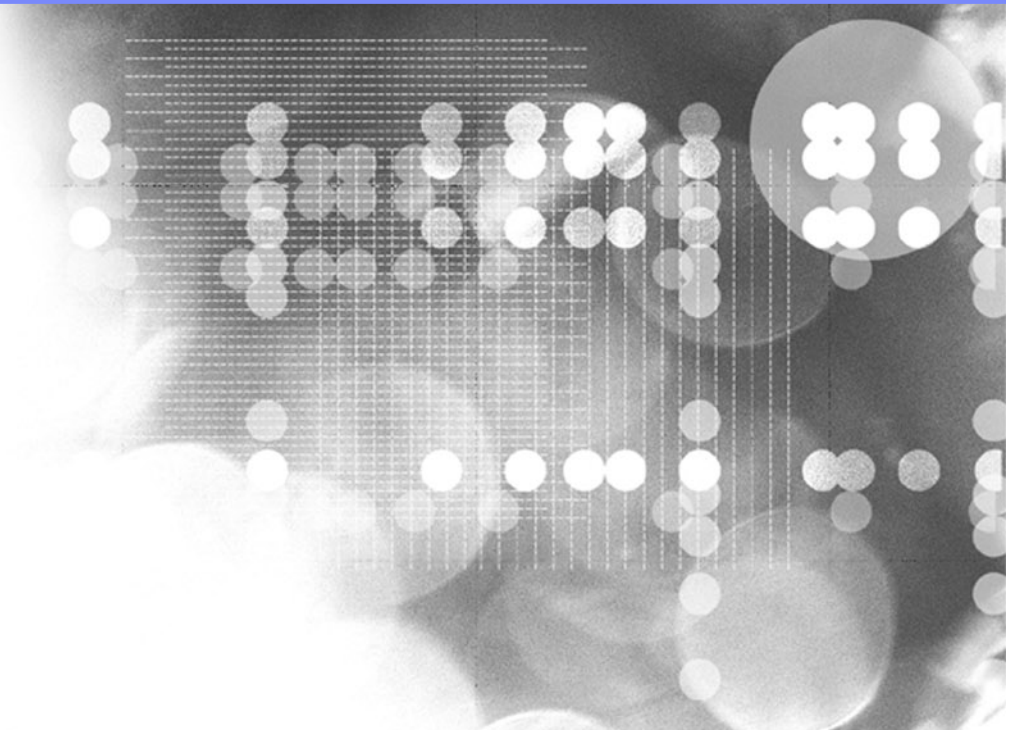
Project Costing

- Federal Funds no longer exempt from Budget Checking
- No separate Funds for Federal Grants
 - Separate funding source for each Federal Grant / year
 - Multi-year grant = 1 Funding Source
 - Same grant renewed for multiple years = Multiple Funding Sources
 - One or more projects will reflect expenditure of Federal money
- No separate Fund/Centers for Capital projects
 - Separate project for each individual Capital project
 - One or more Funding Sources to reflect source of funds assigned to the Capital Project



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Improving System Response Times





Improving System Response Times

- GMIS completed a study of PeopleSoft online response times
 - The study covered processes run during the typical workday of Monday through Friday, 7:00 am to 5:00 pm for the period June 1 to July 13
 - During the study period there were 218 distinct processes run a total of 25,736 times
 - Three processes together make up more than 54% of the number and 67% of the run time of all workday processes
 - Commitment Control Budget Processor
 - On-Demand Process
 - PS/AP Voucher Posting
- Recommendations to improve system performance are listed on the following slides



Improving System Response Times

Changes for all Business Units

- Configure the central nightly batch processes to budget check all documents for all business units
- Instruct all business units to stop running budget checking on individual AP and GL documents during the workday unless there is an exceptional and time-critical need
- Implement AP voucher approvals for all agencies by October 1



Improving System Response Times

Changes for all AP Administrator Roles [496 users]

- Reduce the number of users in each agency that have the AP Administrator role and allow agencies to either convert it to an AP Operator role or drop the role
- Remove the authorization for these users to run budget checking, document tolerance checking, and posting for batches of vouchers and payments
- Allow AP Administrators to run budget checking, document tolerance checking, and posting for individual vouchers and payments
- Request an explanation of each time AP voucher budget checking, tolerance checking, or posting is run during the workday



Improving System Response Times

Changes for AP Operator roles [436 users]

- Remove the authorization to run budget checking, tolerance checking, and posting for both individual and batches of vouchers and payments.



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Internal Controls





Internal Controls

- Segregation of duties for internal controls in the ENCOMPASS system will be accomplished with newly established roles
- As discussed in previous town hall meetings, each role will have limited access, developed by GMIS as requested by the ENCOMPASS Internal Control group
- To give certain flexibility to better fit the needs of various agencies, certain roles can be combined; other roles will be listed as “incompatible” in order that a single person cannot perform incompatible duties
- Newly established roles are presently being tested in the areas of:
 - ePro
 - Accounts Payable
 - Accounts Receivable/Cash Deposits
 - General Ledger
 - Asset Management

You will receive necessary information for switching to these roles prior to activation of the roles later this year



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Training





Training

- AoS is currently in negotiations with a LOCAL company experienced in providing governmental PeopleSoft implementation training. Comprehensive ENCOMPASS training to be provided to all agencies:
 - Training to begin the week of November 5
 - Training to be Instructor led in a classroom on computers with the new configuration
 - General Ledger & Project Costing
 - Accounts Payable & ePro/Purchasing
 - Accounts Receivable
 - Asset Management & Project Costing



Training/Post Implementation Support

- Support available on-site post implementation:
 - Multiple Agencies/Vendors will be providing post implementation support:
 - Technical Issues
 - GMIS & IBM
 - User/Functional help
 - GMIS, IBM, contracted vendor & AoS
 - > Additional training
 - > Workshop support



Contact Information

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- Jim Welsh, Manager, GMIS Office
 - e-mail: jwelsh@iot.in.gov



Contact Information (cont.)

- ENCOMPASS Website
 - <http://myshare.in.gov/sba/encompass>
- ENCOMPASS Email Address
 - encompass@sba.in.gov
- If you are having technical issues, submit them to GMIS
 - http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp

We Welcome Your Feedback / Questions / Comments



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Questions and Answers Session